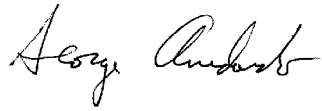


For: SED's

Civil Rights Training for Field Office Employees

Approved by: Associate Administrator for Operations and Management



1 Overview

A

Background

FSA has received a number of civil rights complaints in program areas. One reason may be that employees may give the appearance of discrimination when none is intended or practiced. A report titled, "A Qualitative Study of Civil Rights Implications in Farm Loan Program Administration" identified 24 areas where the appearance of discrimination could occur in program administration.

B

Purpose

This notice announces that a training module has been developed:

- based on actual case studies of how the discrimination process works and how findings of discrimination are determined
- to address this issue of actual and the appearance of program discrimination in FSA.

This training is to make FSA employees who serve our customers, aware that a conscious effort needs to be made to eliminate the perception of, and actual actions of, disparate treatment.

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

Continued on the next page

Disposal Date

October 1, 2000

Distribution

All FSA SED's

Notice AO-1214

1 Overview (Continued)

C

Other Civil Rights Training

This training is independent of, and is in addition to, training required by the USDA Office of Civil Rights (OCR). The training required by OCR is identified in Notice AO-1195 and includes the special emphasis programs and the prevention of sexual harassment.

2 Details of Training

A

Who Is to Receive Training

CR&SBUS has determined that all:

- full-time employees and elected COC members and STC members and advisors must receive this training
- on-board, part-time and seasonal employees can receive this training at the discretion of SED
- alternate COC members will be trained if they actively serve.

Many State Offices have provided this training since the first train-the-trainer sessions were held in FY 1999.

Training must be completed by September 29, 2000.

B

Method of Training

The program:

- is led by an instructor
- requires about 7 hours for completion
- may be taught in sections or units at the discretion of SED.

Each State Office will provide this training in a manner that best fits its situation. If necessary, CR&SBUS will assist State Offices in obtaining additional trainers from other State Offices or the National Office.

C

Alternative Method of Training

Persons with disabilities who require an alternative format to participate in this training should contact Wilma Wyatt or Joe Hoffman according to subparagraph 5 A.

Continued on the next page

2 Details of Training (Continued)

D

Train-the-Trainer Session

CR&SBUS has conducted 6 train-the-trainer sessions and State Offices have had at least 1 staff member trained to be an instructor for this class.

3 Course Information

A

Completing SF-182

SF-182's will be completed for each Federal employee according to 6-PM, except for those State Offices that have been included in the combined Administrative Management System (CAMS). State Offices that have access to CAMS may document training in CAMS instead of on SF-182's. For non-Federal County Office employees and COC members, each State Office will need to develop a system to track who has and has not taken the training.

B

Attendance Tracking

OCR requires FSA to track the progress of this training and submit monthly reports. The report shall:

- include a cumulative total of how many employees:
 - have been trained
 - still need to be trained
- be broken down by Federal employees, non-Federal County Office employees, and COC members, including STC members and advisors
- be effective the end of each month, between now and September 30, 2000.

Note: See Exhibit 1 for a copy of the reporting format.

Offices shall complete Civil Rights Training Statistics Report EEO-156R by the 3rd workday of each month. This report may be mailed, FAXed, or e-mailed to Wilma Wyatt or Joe Hoffman according to paragraph 5.

Note: State Offices shall file EEO 156R in folder labeled CR 1 Reports and Statistics

Continued on the next page

3 Course Information (Continued)

C Training Manuals

If a camera-ready copy of the instructor and student training manuals will be available to the Training Coordinator in each State Office. Each State Office should reproduce the student manual as needed.

If a camera-ready copy is needed, contact either Wilma Wyatt or Joe Hoffman according to subparagraph 5 A.

4 Action

A Action Requested

Take action according to the following table.

Note: All employees and COC members, including STC members and advisors, must be trained by September 30, 2000.

Step	Action
1	Develop and implement a cost-effective plan to train all staff and COC members by September 30, 2000.
2	Develop and implement a system to track whether or not each Federal and non-Federal County Office employee, COC member, and STC member and advisor have taken the training.
3	Develop and implement a system to collect completed course evaluation forms, and return them to HRD, Training and Development Branch, at the address in subparagraph 5 B.
4	<p>Develop and implement a plan to provide monthly figures to the National Office on how many employees:</p> <ul style="list-style-type: none"> • have been trained • still need training. <p>Provide a breakdown of these figures according to the following categories:</p> <ul style="list-style-type: none"> • Federal employees • non-Federal County Office employees • COC members and STC members and advisors. <p>Note: Use the format in Exhibit 1 to compile the figures.</p>

Notice AO-1214

5 Contacts

A Questions About Course Content, Civil Rights Issues, or Training

Use the following table to determine the appropriate contact for any questions.

Question	Contact	
Content of course or civil rights issues	FSA, Civil Rights and Small Business Utilization Staff at 202-401-7220. Dr. David J. Adams, Chief, Civil Rights Branch, at 202-401-7166 or david_adams@wdc.fsa.usda.gov (e-mail).	
Training	Wilma Wyatt	202-418-9055 202-418-9107 (TDD/TTY) wilma_wyatt@wdc.fsa.usda.gov (e-mail)
	Joe Hoffman	202-418-9048 202-418-9107 (TDD/TTY) joe_hoffman@wdc.fsa.usda.gov (e-mail)

B Mailing Course Evaluation

Mail or ship the evaluation forms to Wilma Wyatt at either of the following addresses.

Mailing Address	Street Address
USDA, FSA, HRD, TDB Mail Stop 0574 1400 Independence Ave. SW Washington, DC 20250	USDA, FSA, HRD, TDB Suite 303 2101 L St. NW Washington, DC 20037

**Farm Service Agency
Civil Rights Training Statistics (EEO-156R)**

Cumulative Monthly Total

State or County Office _____

For the month of: _____

Due on the 3rd workday of the following month.

Submitted by: _____

Phone: _____

Component	Federal Employees		Non-Federal County Employees		COC Members and STC Members and Advisors	
	Trained	Still To Be Trained	Trained	Still To Be Trained	Trained	Still To Be Trained
Civil Rights and the Farm Service Agency						

Numbers only need to be entered for those units where the cumulative monthly totals change. If there is no change from the previous month, then the block may be left blank.

Send this completed form by COB of the 3rd workday of the month to Wilma Wyatt by either of the following:

- FAX: 202-418-9131
- E-mail: wilma_wyatt@wdc.fsa.usda.gov